

Town of Riverhead Building Department

755 East Main Street, Riverhead, New York 11901 (631) 727-3200 Ext. 213, 268, 266, 283 Fax: 631-208-8039

Leroy E. Barnes, Jr. Building Department Administrator

Sharon E. Klos Building Permits Coordinator Richard P. Podlas Building Inspector

Richard E. Gadzinski Electrical Inspector Jack Wherry Inspector Mark Griffin *Inspector*

Required information to obtain a duplicate Certificate of Occupancy and/or a Letter of Pre-existing use.

- 1. Survey showing all current structures on premises.
- 2. Suffolk County Tax Map number of parcel.
- 3. Name and address of current owner.
- 4. Phone number of someone to contact during working hours.
- 5. Smoke detector/Carbon Monoxide detector affidavit must be completed, signed and notarized.
- 6. Information sheet must be completed.
- 7. The fee is \$150.00 per signed Certificate of Occupancy and/or Duplicate Certificate of Occupancy.
- 8. It takes four (4) or five (5) working days to complete the search.

Town of Riverhead Suffolk County, New York

Duplicate Certificate of Occupancy and/or a Letter of Pre-Existing Use

Date:		TM# -	-	
Approved By:	Fee:	Receipt No.		
I am requesting a letter or p listing below I am requestir			cupancy for the	
Information listed is to det	ermine if a Smoke detect	or affidavit is required:	,	
C	Sale of property			
C	Refinance of property			
C	For my own records			
C	Section 8 housing requirements			
C	For rental use			
Name of person who is requ	uesting information			
Property owners name				
Location of property				
Suffolk County Tax Map N	umber: Section:	Block:	Lot:	
Telephone number of some	one we can contact during	g working hours:		
Sworn before me on this da	у	Signature of App	plicant	
of 20_				
Notary Public				

READ THIS DOCUMENT CAREFULLY YOU MAY CONSULT YOUR ATTORNEY BEFORE COMPLETING.

STATE OF NEW YORK) SS:			
COUNTY OF SUFFOLK)			
I,		and	d being duly sworn
deposes and says:			
That I am the owner of premises located at			·
Suffolk County Tax Map Number District	0600, Section	_, Block	, Lot
That at least one single station smoke detection in this dwelling and that such devices			ch floor on the
That Carbon Monoxide alarm devices are is of New York 2009, which is one for every	*		e Executive Law
That I make this affidavit pursuant to Section Code and the State Fire Code of New York		York State Re	sidential Building
	Si	gnature	
Sworn before me on this day			
of 20			
Notary Public			